

MEPD COURSE REGISTRATION

To register for the Metropolitan Employee Professional Development Program, please have your supervisor register you through your training coordinator. Training coordinators will submit requests to the HR Training Request mailbox located in the global address book.

MEPD COURSE LOCATION

Most classes are held at Metro Southeast, 1417 Murfreesboro Pike. However, upon occasion, locations may change. Check the schedule for the latest information.

Course descriptions are located in the Training Catalog available online.

For program or registration information, contact Sharon Felton at 615.862.4344, ext 1, or by email: Sharon.Felton@nashville.gov

MEDP MISSION STATEMENT

...to provide effective training and educational opportunities that promote the professional development of employees in a diverse municipal workforce and to prepare these employees for the future challenges of public service

— Department of Human Resources
Training Division

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Requests for accommodation of a disability should be directed to:

Department of Human Resources
222 Third Avenue North, Suite 200
Nashville, TN 37201
(615) 862-6640

Metropolitan Employee Professional Development PROGRAM

MEPDan educational program of the
Human Resources Training Division,
Metropolitan Government of Nashville and
Davidson County

Metropolitan Employee Professional Development PROGRAM

The Metropolitan Employee Professional Development Program is sponsored by the Human Resources Training Division of the Metropolitan Government of Nashville and Davidson County. This certificate program provides the opportunity for any Metro employee to further his/her career development.

Requirements:

The program must be completed in a regular calendar year. MEPD consists of a minimum of 20 hours of instruction selected from the courses listed to the right. Eligible courses are taken in addition to mandatory training.

Keep track of the courses you take through an Application Form for the MEPD Certificate. This form is available through your training coordinator.

2007-2008 ELIGIBLE COURSES

- Asset Allocations.....2 hours
- Basic Terrorism Awareness.....2 hours
- Budgeting Basics.....2 hours
- Collective Memory.....2 hours
- Horizon: Achieving Balance at Work and Home; Anger Management; Battling the Blues; Coping with Grief and Loss; Dealing with Difficult People; Time Managementeach 2 hours
- Retirement Readiness.....2 hours
- MEPD Conflict Resolution.....3 hours
- MEPD Customer Service.....3 hours
- MEPD Diversity Awareness.....3 hours
- MEPD Email Etiquette, Effective Writing.....3 hours
- MEPD Retirement 5+ Years Out.....3 hours
- MEPD Workplace Violence.....3 hours
- Career Enhancement/ Prof. Dev.....4 hours
- Stress Management.....4 hours
- Commun. Emerg. Response Team (CERT).....16 hours
- Seven Habits of Highly Effective People.....24 hours